



Child and Youth Risk Management Strategy

Introduction

Safe service environments don't just happen: they require ongoing planning, commitment and maintenance. The Blue Card system aims to create safe and supportive service environments where children and young people can receive services and participate in activities essential to their development and wellbeing. The Blue Card system has 3 key components:

- Risk management strategies
- Blue Card screening
- Compliance and ongoing monitoring

The *Working with Children (Risk Management and Screening) Act 2000* (the Act) and the *Working with Children (Risk Management and Screening) Regulation 2011* requires organisations regulated by the blue card system to develop, implement and review annually a Child and Youth Risk Management strategy.

The purpose of a Child and Youth Risk Management strategy is to help to identify potential risks of harm to children and young people and to implement strategies to minimise these risks.

A well-developed strategy will help All Souls St Gabriels School achieve its objectives by providing a clear and consistent framework to guide and support children and young people, parents, employees, volunteers and visitors to the school.

In order to comply with the legislative framework, a Child and Youth Risk Management strategy must address eight (8) minimum requirements. These requirements:

- address an organisation's **commitment** to creating a safe and supportive service environment
- strengthen an organisation's **capability** to provide such an environment
- assist an organisation to manage any particular **concerns** with respect to the safety and wellbeing of children and young people who are involved with the organisation, and
- promote the **consistency** of an organisation's approach to risk management, both within the organisation and with respect to compliance with the requirements under the Act.

The eight requirements are:

COMMITMENT

1. A statement of commitment to the safety and wellbeing of children and the protection of children from harm.
2. A code of conduct for interacting with children.

CAPABILITY

3. Written procedures for recruiting, selecting, training and managing staff and volunteers.

CONCERNS

4. Policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines.
5. A plan for managing breaches of your risk management strategy.
6. Risk management plans for high risk activities and special events.

CONSISTENCY

7. Policies and procedures for managing compliance with the blue card system.
8. Strategies for communication and support.

Instructions

The Headmaster is accountable for ensuring that the Child and Youth Risk Management strategy is developed, implemented and reviewed annually. The strategy is to be reviewed at the completion of each school year with the results to inform the development of the new strategy document. The new strategy is to be approved for implementation at the beginning of the subsequent school year. The review process must be documented which together with the strategy document will be archived for future reference. Notwithstanding the scheduled review, should circumstances change significantly before the 12 month review period, the strategy will be immediately reviewed in order to maintain appropriate accuracy, relevance and authority.

The Child and Youth Risk Management Strategy Committee will comprise the following:

- Dean of Students (Chair)
- Head of Junior School
- Head of Boarding
- Academic Registrar

Scope

This strategy applies to all students, parents, employees, volunteers and visitors of All Souls St Gabriels.

Development of the Strategy Document

Column A –Requirement: This sets out the 4 Key Areas and 8 Mandatory Requirements as set out in the *Working with Children (Risk Management and Screening) Act 2000* and the *Working with Children (Risk Management and Screening) Regulation 2011*.

Column B – Action/s: Intentional actions, programs and processes that have been developed and will be implemented. The **Action/s** must be specific and expressed in terms that can be assessed and evaluated as to their effectiveness.

Column C –Reference: Describes the policy, procedures, protocols and other guidelines which form the authority for the particular **Action/s**.

Column D – Responsible Officer: This identifies the particular staff member who has responsibility for the development and/or implementation of a particular Action/s.

Column E – Evidence: This identifies those things which can be objectively examined and will demonstrate that the Action is in place and is being applied correctly.

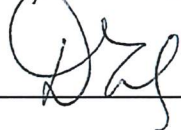
Abbreviations

ACSQ	Anglican Church Southern Queensland
AITSL	Australian Institute for Teaching and School Leadership
BCR	Blue Card Register
QCT	Queensland College of Teachers
SPOs	Student Protection Officers

Approval

Approved by All Souls St Gabriels on _____

Signed: _____



Date: _____

13/2/2020

HEADMASTER – Mr Darren Fleming
Review Date: November 2021

Part I: Commitment				
CHILD AND YOUTH RISK MANAGEMENT STRATEGY				
Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
I. Statement of Commitment	<p>STATEMENT OF COMMITMENT</p> <p><i>All Souls St Gabriels School supports the rights of children and young people and is committed to ensure the safety, welfare and wellbeing of students. ASSG is therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees.</i></p> <p><i>This commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.</i></p> <p><i>In support of this commitment, ASSG is dedicated to our Child and Youth Risk Management strategy which includes having relevant policies, procedures and training in place to effectively address the safety and wellbeing of students in our care.</i></p>	<p>Student Protection in Anglican Schools Policy 2018. ACSQ</p> <p>Working With Children (Risk Management and Screening) Act 2000 ACSQ</p>	Headmaster	<p>Statement of Commitment visible placement in Main Admin, Student Services and Junior School Admin</p> <p>Student Protection in Anglican Schools Policy and Procedures displayed in Main Admin, Student Services and Junior School Admin</p> <p>Student Protection Officers are clearly named and the information clearly visible on the website, in each boarding dormitory, Student Services, Clinic and Junior School Admin</p>

Part I: Commitment

CHILD AND YOUTH RISK MANAGEMENT STRATEGY

Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
2. Code of Conduct	<p>Refer to the following policies:</p> <ul style="list-style-type: none"> • Staff Code of Conduct, which includes <ul style="list-style-type: none"> ➤ Guidelines for staff ➤ Protective Practices ➤ Social Media guidelines • Information Technology Policy <ul style="list-style-type: none"> ➤ Staff Policy ➤ Student Policy <p>Behaviour Management Policy</p>	<p>Working with Children (Risk Management & Screening) Act 2000</p> <p>Working with Children (Risk Management and Screening) Regulation 2011</p>	Dean of Students	<p>Policies relevant to parents can be provided by contacting the school</p> <p>School community code of conduct</p> <ul style="list-style-type: none"> • Volunteers policy • Responsible use of technology: student policy <p>All policies are accessible on the School's intranet system.</p> <p>Policies included in the Staff Handbook:</p> <ul style="list-style-type: none"> • School Community Code of Conduct • Staff Code of Conduct, which includes <ul style="list-style-type: none"> ➤ Guidelines for staff ➤ Protective Practices • Volunteers Policy • Information Technology Policy <ul style="list-style-type: none"> ➤ Staff Policy • Social Media Policy <p>Policies included in the Student Diary:</p> <ul style="list-style-type: none"> • Behaviour Management Policy • Information Technology Policy <ul style="list-style-type: none"> ➤ Student Policy

Part 2 : Capability

CHILD AND YOUTH RISK MANAGEMENT STRATEGY

Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
3. Recruitment, Selection, Training and Management.	<ul style="list-style-type: none"> ASSG has child-focused policies and procedures in place for recruiting, selecting, training and managing paid employees and volunteers that include: <p><u>Recruitment</u></p> <ul style="list-style-type: none"> Recruitment and Selection Policy Position Descriptions with required skills and attributes Interview Questions Pre-Employment Check Blue Card Policy Volunteer Policy <p><u>Engagement and Appointment</u></p> <ul style="list-style-type: none"> Employment contracts Letter of appointment Probation Period (6 months) interview and review forms <p><u>Training</u></p> <ul style="list-style-type: none"> All new employees/volunteers undertake an induction within the first week Staff will receive ongoing training in the following areas: <ul style="list-style-type: none"> Policies and Procedures Compulsory training as required by industry standards or legislation Buddy program for all new staff. Staff Code of Conduct Employee Performance Management procedures Annual Performance Review and identification of achievements, goals and any PD needs Enterprise Agreement 	<p>Working with Children (Risk Management & Screening) Act 2000</p> <p>Working with Children (Risk Management and Screening) Regulation 2011</p>	Deputy Headmaster/Academic Dean	<p>Policies can be found on the school's intranet.</p> <p>Position Descriptions are available on the internet at time of job application and on the intranet at all other times.</p> <p>Staff code of conduct</p> <p>Visitor and Volunteer Register</p> <p>Training –Teaching and non-teaching staff undertake an online Student Protection training course written and developed by the Anglican Schools Commission (ASC). Teaching and non-teaching staff also participated in annual update workshops presented by the Student Protection Officers. Every month the Anglican Schools' Commission were provided with lists of new and leaving staff in order for new staff to be able to complete the online Student Protection training course. Compliance register updated as staff attend training or workshops concerning issues related to student protection.</p>

	<ul style="list-style-type: none"> • Complaints Policy • Termination of Employment procedures <p>Exit interviews/questionnaire held by the Dean of School/Dean of Students/ Head of Junior School and results shared with Deputy Headmaster and Headmaster</p> <p>These policies, procedures and forms are used effectively to deter and identify unsuitable applicants.</p> <p>All new employees and volunteers are required to undergo appropriately detailed induction training that includes information on student protection obligations, work health and safety requirements and emergency procedures.</p> <p>New staff are required to sign off by email that that they have read and understood key compliance policies including the Student Protection Policy and Code of Conduct for interacting with Students.</p> <p>All current staff are required to undergo refresher training on Student Protection at the beginning of each new academic year. The Student Protection Officers at the School attend a comprehensive Student Protection training course organised by the Anglican Schools Commission on an annual basis. Professional development opportunities and further training is recommended and encouraged for all staff.</p>			
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Part 3: Concerns

CHILD AND YOUTH RISK MANAGEMENT STRATEGY

Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
4. Handling disclosures or suspicions of harm including reporting guidelines.	<p>The School has policies, procedures and forms in place for handling disclosures or suspicions of harm, including reporting guidelines. These documents include:</p> <ul style="list-style-type: none"> Student protection in Anglican schools policy and procedures 2015, which includes: <ul style="list-style-type: none"> ➤ Resource sheets ➤ Reporting forms ➤ Online Child Protection Guide ➤ Access to Heather Bryant for advice (ASC) ASSG Child and Youth Protection Policy <p>In the event of a disclosure or suspicion of harm report being made, the Headmaster (or his delegate) will be the only person authorised to speak to the media.</p>	<p>Working with Children (Risk Management & Screening) Act 2000</p> <p>Working with Children (Risk Management and Screening) Regulation 2011</p> <p>Student Protection in Anglican Schools Policy and Procedures 2015 (ASQ)</p>	<p>Headmaster</p> <p>Dean of Students</p>	<p>The following documents are available on the All Souls St Gabriels website and intranet site. Hardcopies are also available on request:</p> <p>ASSG child and youth protection policy</p> <p>Student protection in Anglican schools policy and procedures 2015</p> <p>Student Protection Officers details</p> <p>Protocols for dealing with complaints of sexual harassment, assault or sexually inappropriate behaviour</p> <p>Child protection information for parents</p> <p>Statement of Commitment</p> <p>Complaints policy</p> <p>The following forms are available on the All Souls St Gabriels intranet site. Hardcopies are available on request.</p> <p>Form 1 – Suspected Sexual Abuse or Likely Sexual Abuse Report Form</p> <p>Form 2 – Notification of Report to a State Authority</p> <p>Form 3 – Inappropriate Behaviour Report Form</p> <p>Form 4 – Harm and Concern Advice Form</p> <p>The link to the Online child protection guide: https://www.communities.qld.gov.au/childsafety/partners/our-government-partners/queensland-child-protection-guide/online-child-protection-guide</p> <p>Staff Code of Conduct</p>

Part 3: Concerns (continued)				
CHILD AND YOUTH RISK MANAGEMENT STRATEGY				
Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
5. A plan for managing breaches of your risk management strategy.	<p>ASSG recognises that the policies, procedures and systems put in place to prevent any harm to students may be breached through action or inaction by a person in our organisation.</p> <p>It is further recognised that a breach may arise due to a person not being aware of their obligations and/or being confused on what course of action they should have taken. In this case, a review of Student Protection training will be conducted to improve the level of understanding.</p> <p>The School has procedures in place to deal with any breaches in a consistent, fair and supportive manner. Refer: "Managing Breaches of the Child and Youth Risk Management Strategy – Procedure".</p> <p>The Complaints policy may also be referred to these instances</p>	<p>Working with Children (Risk Management & Screening) Act 2000</p> <p>Working with Children (Risk Management and Screening) Regulation 2011</p> <p>Staff Code of Conduct</p> <p>Parents & Students Complaints Against Employees (Which Do Not Relate to Harm or Sexual Abuse)</p>	<p>Deputy Headmaster</p> <p>Dean of Students</p> <p>Dean of School</p>	<p>Managing Breaches of the Child and Youth Risk Management Strategy – Procedure is available to all staff on the ASSG Intranet system.</p> <p>Hard copies are also available on request.</p> <p>The Complaints policy is available on request and on the School's intranet</p> <p>Staff Handbook and Induction</p>

Policies:

Student Protection in Anglican Schools Policy and Procedures

Information Technology Policy

Staff Code of Conduct

Behaviour Management Policy

Child and Youth Risk Management Policy

Blue Card Policy

Parents & Students Complaints Against Employees (Which Do Not Relate to Harm or Sexual Abuse)

PLUS

Student Protection Officers

Child Protection Information

Part 3: Concerns (continued)

CHILD AND YOUTH RISK MANAGEMENT STRATEGY

Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
<p>6. Risk management plans for high risk activities and special events.</p>	<p>All external trips, camps, excursions and tours require the approval of a detailed Risk Assessment. Some internal activities also require the lodgement of a detailed Risk Assessment.</p> <p>Each Risk Assessment identifies areas of potential risk and lists the corresponding controls. Each Risk Assessment is then evaluated (post controls) and given a risk rating using a traditional risk score table (taking into account the likelihood of any hazards occurring and the consequences that may result). The various Risk Levels are:</p> <ul style="list-style-type: none"> • Negligible • Low • Medium • High • Very High • Extreme <p>The risk assessment is signed off by the Dean of School.</p> <p>It is expected that any proposed activity with a risk rating of Very High or Extreme would not proceed until further controls can be introduced to lower the risk rating.</p> <p>The Senior leadership team has created a Risk Profile, which includes 9 categories of Risk within the school. The severity of these is determined and actions are put in place in an attempt to decrease the likelihood and severity of consequences.</p>	<p>Student Protection in Anglican Schools Policy and Procedures (ACSQ)</p> <p>Risk Assessment Form (ASSG)</p> <p>Working with Children (Risk Management and Screening) Regulation 2011</p>	<p>Headmaster</p> <p>Dean of School</p> <p>Senior Leadership Team</p>	<p>Available on the Schools' intranet system:</p> <ul style="list-style-type: none"> • Risk assessment template for staff planning events or excursions is available on the School's intranet site. • Risk management strategy and operating framework • Critical Incident Response Plan <p>Copies of individual risk assessments for excursions are currently stored by the Dean of School</p>

Part 4: Commitment

CHILD AND YOUTH RISK MANAGEMENT STRATEGY

Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
7. Compliance with the requirement of the blue card system	<p>All Souls St Gabriels is committed to maintaining a register of all current Blue Cards and expiry dates is maintained by the office of the Business Manager - it includes reference numbers and expiry dates.</p> <p>The School has a Blue Card policy in place that sets the guidelines for the requirement to hold a Working with Children clearance (Blue Card) at the School.</p>	<p>Risk Assessment Form (ASSG)</p> <p>Working with Children (Risk Management and Screening) Regulation 2011</p>	<p>Headmaster</p> <p>Business Manager</p>	<p>The Blue Card policy is available on the ASSG website as well as for all staff to access on the School intranet system.</p> <p>Hardcopies are also available on request.</p> <p>Access to the Blue Card register is restricted to authorised personnel; however, hard copies of reports can be made available on request and with the approval of the Business Manager.</p>

Part 4: Commitment (continued)

CHILD AND YOUTH RISK MANAGEMENT STRATEGY

Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
8. Strategies for communication and support.	<p>The School communicates it's student protection activities and documents in a number of ways:</p> <p>Internet</p> <p>The following child protection related documents are available on the ASSG website for Parents, prospective Parents, Community partners, volunteers and the wider community:</p> <ul style="list-style-type: none"> • Volunteers policy • Responsible use of technology: Student policy • Blue Card Policy • Volunteer Policy • Position Descriptions are available on the internet at time of job application and on the intranet at all other times. • ASSG child and youth protection policy • Student Protection Officers details 	Working with Children (Risk Management and Screening) Regulation 2011	Dean of Students	<p>Student Protection related policies and procedures are available on the School website</p> <p>Access to the School intranet is restricted to authorised users but can be demonstrated on request.</p> <p>Relevant policies and procedures are also available in the Parent and Staff handbooks and Student diaries.</p> <p>All hard copy documents and training material are available on request.</p>